U.S. Department of Housing and Urban Development

Annual Homeless Assessment Report (AHAR) Update #2

Prepared by the AHAR Research Team **December 2004**

Abt Associates Inc.
The University of Pennsylvania Center for Mental Health Policy and Services Research

This Annual Homeless Assessment Report Update #2 provides information on the AHAR table shells, available assistance in completing the shells, and data quality practices. Two of the five sets of AHAR table shells are included with this update. The attached shells are provided in PDF format; the final shells will be provided in Microsoft Excel.

As a reminder to sample communities, here are a few key upcoming dates:

1. January 2005: AHAR Table Shell conference calls (discussed below)
2. February 1, 2005: Data collection study period begins
3. April 30, 2005: Data collection study period ends
4. May – June 2005: Preparation of AHAR table shells

AHAR TABLE SHELLS

The first AHAR will rely only on the universal data elements described in the HMIS Data Definitions and Technical Standards Notice (FR 4848-N-02). Each AHAR community will be responsible for producing a de-duplicated file of clients served by residential homeless service providers that participate in the HMIS and are located in the sample community. The file should include all clients who are already being served by a program on February 1, 2005 or who entered the program during the data collection study period. Based on this file, staff responsible for producing the AHAR table shells will generate aggregate data for the AHAR with assistance from the Abt/UPenn research team.

The aggregate data will be recorded into five sets of table shells. The table shells request information about:

1. Program-type 1: individuals served by Emergency Shelters;
2. Program-type 2: individuals served by Transitional Housing facilities;
3. Program-type 3: families served by Emergency Shelters;
4. Program-type 4: families served by Transitional Housing facilities; and
5. Summary data.

Each set of table shells contains several sections. The first section in each of the program-type tables contains an extrapolation worksheet for estimating the total number of individuals or families who used an emergency shelter or transitional housing facility during the data collection study period (morning of February 1, 2005 – night of April 30, 2005). The worksheet will guide you through a process for estimating the number of individuals or families served both by providers participating in HMIS and by non-participating providers. A limited amount of data from the HMIS and the SuperNOFA Housing Activity Chart are required to complete the extrapolation worksheet. The remaining sections in each set of program-type table shells are designed to capture information about the homeless population in the sample community.

All of the information required to complete the AHAR table shells should be based only on data from providers located in the sample community.

All AHAR sample communities, except sites with no residential service providers located in the community, are requested to complete the AHAR table shells regardless of HMIS bed coverage.

ASSISTANCE ON THE AHAR TABLE SHELLS

The Abt/UPenn research team will conduct conference calls in January 2005 with AHAR sites to review the AHAR table shells and answer specific questions. It is important that the person(s) responsible for completing the AHAR table shells participate in one of these conference calls. Staff from the research team will be contacting you in December to schedule the conference call.

In addition, staff from the research team will be available during the first half of 2005 to:

- assist communities in producing the de-duplicated count of homeless persons; and
- complete the extrapolation worksheet and/or the AHAR table shells.

Upon request, the research team is prepared to provide the technical assistance through on-site visits, telephone, and/or email. Requests for assistance can be sent via email to Michelle Abbenante (Michelle_Abbenante@abtassoc.com).

BASIC TIPS FOR ENSURING DATA QUALITY

As Continuums of Care and homeless assistance providers enter the data collection and analysis phase of HMIS implementation, data quality becomes a critical issue. For some, an HMIS requires a shift in program culture from hard-copy records stored in file cabinets to electronic data entry into local centralized databases. This shift comes with a steep learning curve.

Below are a few tips for ensuring HMIS data quality and moving staff from CoCs and local providers along the learning curve.

1. *Develop front-end and back-end procedures for basic data quality testing, including measures for data completeness, accuracy, timeliness, and consistency.*

Because HMIS data are only as good as the information collected at intake, front-end data quality processes are critical to ensuring complete and accurate HMIS information. Front-end processes refer to activities that homeless assistance providers can implement during client intake, or soon thereafter. For example, homeless service providers may want to:

- develop a standardized data collection instrument in accordance with the HUD Notice to help ensure data consistency.
- utilize error checking functions in the HMIS software during intake. Many software products can alert intake staff when data are missing or when information is unusual or out of range (e.g., a birth date in 1900). These products can also conduct data validity checks by cross-referencing client information (e.g., if a client has a disabling condition then a special needs condition should also be identified) while data are recorded.

In addition, ensuring data quality is an ongoing process that requires regular monitoring at the back-end. Back-end data quality processes refer to activities that homeless assistance providers can implement after client information has already been collected. Homeless assistance providers should consider developing clear protocols for correcting data; generating regular reports for data completeness, timeliness, accuracy, and consistency; and conducting simple validity checks by making sure the information accurately reflects what you know is true about your program or community.

Both front-end and back-end procedures are used to measure data completeness, accuracy, timeliness, and consistency.

<u>Data completeness</u>

1. Are homeless assistance providers entering information on each client served? HMIS data should be recorded for each client that enters a program. Providers should not limit data entry to a subset number of clients.

2. Is the information on each client complete? Missing information on each client should be kept to a minimum, and homeless assistance providers should strive to collect and record all of the information described in the final HUD Notice for each client.

3. Are all the universal data elements required for de-duplication complete (e.g., full name, Social Security number, date of birth, gender)? Providers are expected to collect each of the personal identifiers described in the final HMIS Notice in order to produce an accurate unduplicated count of homeless persons served. HUD has allowed domestic

violence programs to submit a unique hashed identifier—in lieu of personal identifiers—to the local HMIS database. However, in order to accurately de-duplicate across domestic violence programs and other homeless assistance providers within a CoC, both domestic violence program staff and HMIS system administrators need personal identifying information for each client in their respective databases to generate compatible hashed identifiers.

Data accuracy

1. Is data collection consistent with the HMIS data standards? The HMIS data standards provide clear and precise meanings for the types of information to be collected by local homeless assistance providers. The practical value of this information (e.g., describing your community's homeless population or analyzing and comparing service use patterns) relies on data collection that is consistent with these standards.

2. Are data entered correctly? Key stroke errors (e.g., date of birth is 06/02/70 but is entered 02/06/70), spelling errors (e.g., Lauren versus Loren), and accidentally selecting the wrong response from a drop down menu are common mistakes that significantly reduce the quality of HMIS data.

Data timeliness

1. Is information entered into the HMIS in a timely manner? Data quality decreases considerably the longer program staff wait to enter client information into the HMIS. For example, intake forms may be misplaced or staff may incorrectly recall the information provided during the intake. Entering client information within 48 hours after intake is good practice.

Data consistency

1. Are data completeness, accuracy and timeliness consistent from one week to the next? The data quality checks associated with data completeness, accuracy, and timeliness should be conducted on a regular basis (e.g., a monthly data quality report) to monitor quality assurance overtime.

2. Conduct data quality training with staff.

Because HMIS may require a shift in program culture, especially in terms of data quality, staff from both Continuums of Care and homeless assistance providers need training on data quality.

At the CoC level, staff may need training on: producing an accurate unduplicated count of homeless clients across all participating programs; verifying program-level data; and generating complete and accurate reports on data quality community-wide.

Among homeless assistance providers, staff may need training on: entering and storing data; monitoring data quality and promptly correcting inaccurate information; verifying client information by cross-referencing data; checking for missing or incompatible data; and producing data quality reports regularly.

3. Create data user meetings.

Data user meetings are useful for several reasons: identifying and addressing issues and shared solutions to data quality assurance; discussing staff training needs; and developing and reviewing data quality reports. Meetings may include different types of HMIS data users, such as homeless service provider staff; agency administrator—CoC user; HMIS system administrator, and special subpopulation users.

AHAR Table Shells
Sets 1 and 2:

Persons in Families
Who Use an Emergency Shelter
And
Individuals Who Use an Emergency Shelter

Abt Associates Inc. and the University of Pennsylvania
December 2004

Attached are ***two*** of five sets of AHAR table shells. The first set included in this package applies to ***persons in families who use an emergency shelter*** (where a family is defined as any household with at least one adult and one child). The second set applies to ***individuals who use emergency shelters***. There are two additional, similar sets of tables that will need to be completed for individuals using transitional housing and persons in families using transitional housing. There is also a final summary table that is discussed below.

Persons who use more than one type of program during the study period for the first AHAR (February 1 to April 30, 2005) will have information in multiple sets of tables. For example, an individual who used an emergency shelter for 10 nights and transitional housing for 30 nights during the covered time period will have their information counted in both the "individuals using emergency shelters" and "individuals using transitional housing" tables. Information in each table will only reflect the residential services they received at the relevant program. In the above example, this person would show up as having received 10 nights of shelter in the emergency shelter tables and 30 nights of shelter in the transitional housing table.

In addition to the four sets of program-type tables, there is a final set of summary tables. It will include information on all the people who used one or more of the four types of programs during the covered time period. This table will count each person once even if they used more than one type of program. However, the information on the programs will be combined. Thus, for the above example, 10 nights in emergency shelter and 30 nights in transitional housing will appear as 40 nights of residential housing services.

Questions or comments about the two sets of table shells can be sent to:

Michelle Abbenante (Michelle_Abbenante@abtassoc.com or 301-634-1755) or
Larry Buron (Larry_Buron@abtassoc.com).

The full set of table shells ***in an Excel spreadsheet format*** will be sent to all AHAR sites in January 2005.

AHAR Table Shells
Set 1:

Persons in Families
Who Use an Emergency Shelter

Table ES-FAM1: Worksheet for Estimating the Total Number of *Persons in Families Who Used Emergency Shelters* During Covered Time Period

Step	Description	Source	Result
1	Unduplicated number of persons in families[a] that used emergency shelters participating in HMIS	HMIS data from providers that participate in HMIS	____Persons
2	Number of emergency, year-round shelter beds for persons in families included in HMIS (i.e., bed capacity for participating providers)	SuperNOFA Housing Activity Chart	____Beds
3	Average number of clients served per bed	Step 1 ÷ Step 2	____Persons per Bed
4	Number of emergency year-round shelter beds for persons in families at providers not participating in HMIS (i.e., bed capacity for non-participating providers)	SuperNOFA Housing Activity Chart	____Beds
5	Estimated unduplicated number of persons in families served by providers that do not participate in HMIS.	Step 3 x Step 4	____Persons
6	Estimated number of persons in families served by participating and non-participating emergency shelters. *Note that this estimate double counts people who use participating and non-participating providers. This double count will be eliminated by the overlap adjustment below.*	Step 1 + Step 5	____Persons
7	Overlap factor is the square of [(Bed capacity for HMIS non-participating providers)/ (Bed capacity for HMIS participating providers)]	(Step 4 ÷ Step 2) x (Step 4 ÷ Step 2)	____is overlap factor
8	Number of persons in families who used more than one HMIS participating emergency shelter	HMIS data from providers that participate in HMIS	____Persons
9	Estimated number of persons in families that used both participating and non-participating emergency shelter providers	Step 7 x Step 8	____is overlap (cross-over) adjustment
10	Total estimate of number of persons in families that used either HMIS participating or non-participating emergency shelters.	Step 6 – Step 9	____Persons
11	Adjustment factor for non-participating providers: This is the factor applied to calculations that are based only on participating providers. It is used to estimate total number of persons in families served by participating and non-participating providers.	Step 10 ÷ Step 1	____ is the adjustment factor for non-participating providers.

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] For these tables, a family is defined as any household of 2 or more people containing at least one adult and at least one child (age 17 or under). An exception is that a household consisting of a parent age 17 or younger with their child or children should also be counted as a family.

Table ES-FAM2: Number of *Persons in Families Using Emergency Shelters* at any Time During Covered Time Period, on Average Day, and on Last Day of Covered Time Period				
How many persons in families were using emergency shelters…	**# of People Served at HMIS Participating Providers**	**Estimated Number of People Served in Jurisdiction[a]**	**% of Homeless Persons in Families Using Emergency Shelters During Covered Time Period**	**Source**
… at some time during covered time period?			100%	Row 1 of Table ES-FAM1
…on an average night during covered time period?				Universal Data Elements: • 2.10 Program Entry Date • 2.11 Program Exit Date *See instruction box on next page.*
…on the last night of the covered time period?				Universal Data Elements: • 2.10 Program Entry Date • 2.11 Program Exit Date
How many persons in families used emergency shelter for families at some time during covered period and…				
…used emergency shelter for individuals during covered time period?				Universal Data Elements: • 2.13 Program Identification Code • 2.14 Household Identification Number
…used emergency shelter for persons in families during covered time period?			100%	
…used transitional housing for individuals during covered time period?				
…used transitional housing for persons in families during covered time period?				

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-FAM1.

Instructions for Calculating the Number of *Persons in Families Using Emergency Shelters* on an Average Day in Table ES-FAM2

The calculation is:

Total # of shelter nights in HMIS participating emergency shelters **during covered time period** ÷ **Total # of nights during covered time period**

The sum of the number of shelter nights stayed by each person in a family who used an emergency shelter. It can be calculated from the program entry and exit dates for each stay an individual has at an emergency shelter. For example, if a person enters an emergency shelter on January 7 and exits during the day on January 10, the person has been provided three shelter nights (January 7, January 8, and January 9). The total number of shelter nights is the sum across individuals. For example, if John stayed 3 nights, George stayed 7 nights, and Karen stayed 4 nights, the total would be 14 shelter nights.	The total number of nights is simply the number of calendar nights during covered time period.
Note: If a person's emergency shelter stay started prior to the covered time period, then use the start of the covered time period rather than the program entry date. Likewise, if a person's program exit date is later than the covered time period, use the end date of the covered time period rather than the program exit date.	

Table ES-FAM3: Demographic Characteristics of *Persons in Families Using Emergency Shelters*

	# of People Served at HMIS Participating Providers	Estimated Number of People Served in Jurisdiction[a]	% of Homeless Persons in Families Using Emergency Shelters	Source Variable from Universal Data Elements
Gender of Adults				• 2.3 Date of Birth and • 2.5 Gender *A child is defined as an individual age 17 or under. Age should be calculated on date of first program entry during covered time period. If person is already in program on first day of covered period, calculate age on first day of covered time period.*
Female				
Male				
Missing this information				
Gender of Children				
Female				
Male				
Missing this information				
Ethnicity				• 2.4 Ethnicity and Race—ethnicity component
Non-Hispanic/non-Latino				
Hispanic/Latino				
Missing this information				
Race				• 2.4 Ethnicity and Race—both ethnicity and race components
White, Non-Hispanic/non-Latino				
White, Hispanic/Latino				
Black or African-American				
Native American				
Asian/Pacific Islander				
Multiple races				
Missing this information				
Age				• 2.3 Date of Birth *Age should be calculated on date of first program entry during covered time period. If person is already in program on first day of covered period, calculate age on first day of covered time period.*
Under 1				
1 to 5				
6 to 12				
14 to 17				
18 to 30				
31 to 50				
51 to 61				
62 or older				
Missing this information				

Table ES-FAM3 (continued): Demographic Characteristics of *Persons in Families Using Emergency Shelters*

	# of People Served at HMIS Participating Providers	Estimated Number of People Served in Jurisdiction[a]	% of Homeless Persons in Families Using Emergency Shelters	Source Variable from Universal Data Elements
Persons by Household Size				• 2.10 Program entry date • 2.14 Household Identification Number *Calculate number of people with same Household Identification Number on first day person is in an emergency shelter for families during covered time period.*
1 person[c]	0	0	0	
2 people				
3 people				
4 people				
5 or more people				
Missing this information				
Veteran[b]				• 2.6 Veteran Status
A veteran				
Not a veteran				
Missing this information				
Disabled[b]				• 2.7 Disabling Condition
Yes, disabled				
Not disabled				
Missing this information				
Persons by Household Type				• 2.3 Date of Birth • 2.5 Gender • 2.14 Household Identification Number *Unaccompanied youth is defined as an individual age 17 or under that is not accompanied by an adult.*
Individual adult male[c]	0	0	0	
Individual adult female[c]	0	0	0	
Adult in family, with child(ren)				
Children in families, with adults				
Unaccompanied youth[c]	0	0	0	
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-FAM1.

[b] Veteran status and whether person has disabling condition are only required for adults in the HMIS. Thus, only the adult homeless population are counted in these cells.

[c] These cells are expected to be zero for emergency shelter and transitional housing tables for persons in families. They are shown here to maintain consistency with table shells for unaccompanied individuals.

Table ES-FAM4: Prior Living Situation of *Adults in Families Using Emergency Shelters*[a]

	# of Adults Served at HMIS Participating Providers	Estimated Number of Adults Served in Jurisdiction[b]	% of Homeless Adults in Families Using Emergency Shelters	Source Variable from Universal Data Elements
Living arrangement the night before program entry				• 2.8 Residence Prior to Program Entry—Type of Residence *The living arrangement the night before the first program entry during covered time period should be reported here.* *If person was already in program prior to the start of the covered period, use the prior living situation reported when the person entered that program.*
Emergency shelter				
Transitional housing				
Permanent supportive housing				
Psychiatric facility				
Substance abuse treatment center or detox				
Hospital (non-psychiatric)				
Jail, prison, or juvenile detention				
Rented housing unit				
Owned housing unit				
Staying with family				
Staying with friends				
Hotel or motel (no voucher)				
Foster care home				
Place not meant for human habitation				
Other living arrangement				
Missing this information				
Stability of previous night's living arrangement. Stayed there…				• 2.8 Residence Prior to Program Entry—Length of Stay in Previous Place *Length of stay for living arrangement reported in cells above.*
One week or less				
More than one week, but less than a month				
One to three months				
More than three months, but less than a year				
One year or longer				
Missing this information				
Location of last permanent residence				• 2.9 Zip Code of Last Permanent Address *The jurisdiction is the geographic area of AHAR sample site covered by this report.* [c]
Zip code is within jurisdiction				
Zip code is not within jurisdiction				
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] Previous night's living arrangement, stability of previous night's living arrangement, and zip code of last permanent residence are not collected for children accompanied by an adult. Hence, only adults are used for calculations in this table.

[b] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-FAM1.

[c] Some zip codes may contain street addresses inside and outside the sample site jurisdiction. If a majority of the street addresses for such a zip code are within the sample site jurisdiction, treat that zip code as within the sample site jurisdiction for this calculation.

Table ES-FAM5: Length of Stay in Living Arrangement Night Before Program Entry for *Adults in Families Using Emergency Shelters*[a]								
Previous Night Living Arrangement	**One week or Less**	**More than 1 week, but less than 1 month**	**1 to 3 Months**	**More than 3 months, but less than 1 year**	**One Year or More**	**Missing Length of Stay Information**	**Total**	**Source Variable from Universal Data Elements**
Emergency Shelter								
# of People in HMIS								• *2.8 Residence Prior to Program Entry*
Estimated total[b]								
% of emergency shelter							100%	
Transitional Housing								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of transitional housing							100%	
Permanent Supportive Housing								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of PSH							100%	
Psychiatric Hospital								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of psychiatric hospital							100%	
Substance Abuse Treatment Center or Detox								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of treatment center/detox							100%	
Hospital (non-psychiatric)								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of hospital							100%	
Jail, Prison, or Juvenile Detention								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of jail, prison, juvenile detention							100%	

Table ES-FAM5 (continued): Length of Stay in Living Arrangement Night Before Program Entry for *Adults in Families Using Emergency Shelters*[a]

Previous Night Living Arrangement	One week or Less	More than 1 week, but less than 1 month	1 to 3 Months	More than 3 months, but less than 1 year	One Year or More	Missing Length of Stay Information	Total	Source Variable from Universal Data Elements
Rented Unit								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of rented units							100%	
Owned Unit								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of owned units							100%	
Stayed with Family								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of family stayers							100%	
Stayed with Friends								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of friend stayers							100%	
Hotel or Motel (no voucher)								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of hotel/motel							100%	
Foster Care Home								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of foster care							100%	

Table ES-FAM5 (continued): Length of Stay in Living Arrangement Night Before Program Entry for *Adults in Families Using Emergency Shelters*[a]

Previous Night Living Arrangement	One week or Less	More than 1 week, but less than 1 month	1 to 3 Months	More than 3 months, but less than 1 year	One Year or More	Missing Length of Stay Information	Total	Source Variable from Universal Data Elements
Place Not Meant for Human Habitation								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of not meant for human habitation							100%	
Other Living Arrangement								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% of other living arrangement							100%	
Missing Living Arrangement Information								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[b]								
% missing info							100%	

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] Previous night's living arrangement, stability of previous night's living arrangement, and zip code of last permanent residence are not collected for children accompanied by an adult. Hence, only adults are used for calculations in this table.

[b] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-FAM1.

Table ES-FAM6: Number of Days in *Emergency Shelters for Persons in Families* During the Covered Time Period by Gender

	Females			Males			Missing Gender Information			
	# of people in HMIS	Estimated Total[a]	% of Females	# of people in HMIS	Estimated Total[a]	% of Males	# of people in HMIS	Estimated Total[a]	% With Missing Gender Info.	Source Variables from Universal Data Elements
Number of Days in Emergency Shelter for families										
1 to 7 days										• 2.5 Gender; • 2.10 Program Entry Date; and • 2.11 Program Exit Date.
8 to 30 days										
31 to 60 days										
61 to 90 days										
Missing this Info.										
Total			100%			100%			100%	
Median # of shelter nights in emergency shelter during covered time period	_nights	--	--	_nights	--	--	_nights	--	--	• 2.5 Gender; • 2.10 Program Entry Date; and • 2.11 Program Exit Date.

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-FAM1.

Table ES-FAM7: Number of Households for *Persons in Families Using Emergency Shelters*

How many family households stayed at an emergency shelter…	# of Households Served at HMIS Participating Providers	Estimated Number of Household Served in Jurisdiction[a]	% of Homeless Households in Families Using Emergency Shelters During Covered Time Period	Source
… at any time during the covered time period?				• 2.10 Program Entry Date; and • 2.11 Program Exit Date. • 2.13 Program Identification Code • 2.14 Household Identification Number
… on the last night of the covered time period?				• 2.10 Program Entry Date; and • 2.11 Program Exit Date. • 2.13 Program Identification Code • 2.14 Household Identification Number

INSTRUCTIONS

For calculating the number of family households served at any time during the covered time period, the first family household that a person presents with at an emergency shelter during the covered time period is counted. If the family household's stay at the emergency shelter started prior to the covered time period, but continues through the start of the covered time period, that family household is the first household for all the family members being served on the first day of the covered time period. If the same family members have an additional stay or stays at the emergency shelter later in the covered time period, it is not counted as another family household for this calculation. However, if there is a person in the second household who was not previously counted as part of another household (i.e., it is that person's first household during the covered time period), the second household is counted as an additional family household. Note that this method of counting households will count two households if part of a family receives services (e.g., mother and son) at one time and then later the full family (e.g., mother, father, and son) receives services; however, it will count for only one household if the full family comes in for services first, then part of the family comes in for services later.

For calculating the number of family households served on the last night of the covered time period, simply count the number of families served on that night whether or not it is the first family household that people were served in during the covered time period. For this report, the last day of the covered time period is the night of April 30, 2005.

As a reminder, for these tables, a family is defined as any household of 2 or more people containing at least one adult and at least one child (age 17 or under). An exception is that a household consisting of a parent age 17 or younger with their child or children should also be counted as a family household.

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of households served by participating providers by the adjustment factor from Step 11 in Table ES-FAM1.

AHAR Table Shells
Set 2:

Individuals Who Use an Emergency Shelter

Table ES-IND1: Worksheet for Estimating the Total Number of *Individuals Who Used Emergency Shelters* During Covered Time Period

Step	Step	Source	Result
1	Unduplicated number of individuals[a] that used emergency shelters participating in HMIS	HMIS data from providers that participate in HMIS	____Persons
2	Number of emergency, year-round shelter beds for individuals included in HMIS (i.e., bed capacity for participating providers)	SuperNOFA Housing Activity Chart	____Beds
3	Average number of clients served per bed	Step 1 ÷ Step 2	____Persons per Bed
4	Number of emergency year-round shelter beds for individuals at providers not participating in HMIS (i.e., bed capacity for non-participating providers)	SuperNOFA Housing Activity Chart	____Beds
5	Estimated unduplicated number of individuals served by providers that do not participate in HMIS.	Step 3 x Step 4	____Persons
6	Estimated number of individuals served by participating and non-participating emergency shelters. Note that this estimate double counts people who use participating and non-participating providers. This double count will be eliminated by overlap adjustment below	Step 1 + Step 5	____Persons
7	[(Bed capacity for HMIS non-participating providers)/ (Bed capacity for HMIS participating providers)]^2	(Step 4 ÷ Step 2) x (Step 4 ÷ Step 2)	____is overlap factor
8	Number of individuals who use more than one HMIS participating emergency shelter	HMIS data from providers that participate in HMIS	____Persons
9	Estimated number of individuals that use participating and non-participating providers	Step 7 x Step 8	____is overlap (cross-over) adjustment
10	Total estimate of number of individuals that used HMIS participating or non-participating emergency shelters.	Step 6 – Step 9	____Persons
11	Adjustment factor for non-participating providers: This is the factor applied to calculations that are based only on participating providers. It is used to estimate number of individuals in both participating and non-participating providers.	Step 10 ÷ Step 1	____ is the adjustment factor for non-participating providers.

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] For these tables, an individual is defined as any household that does not contain at least one adult and one child. The "individual" category includes unaccompanied adults, unaccompanied youth, multiple adult households with no children, and multiple child households with no adult. An exception is that a multiple child household consisting of a parent age 17 or younger with their child or children should be counted as a family.

Table ES-IND2: Number of *Individuals Using Emergency Shelters* at any Time During Covered Time Period, on Average Day, and on Last Day of Covered Time Period				
How many individuals were using emergency shelters…	**# of People Served at HMIS Participating Providers**	**Estimated Number of People Served in Jurisdiction[a]**	**% of Homeless Individuals Using Emergency Shelters During Covered Time Period**	**Source**
… at some time during covered time period?			100%	Row 1 of Table ES-IND1
…on an average day during covered time period?				Universal Data Elements: • 2.10 Program Entry Date • 2.11 Program Exit Date *See instruction box on next page.*
… on the last day of the covered time period?				Universal Data Elements: • 2.10 Program Entry Date • 2.11 Program Exit Date
How many individuals used emergency shelters at some time during covered period and …				
… used emergency shelter for individuals during covered time period?			100%	
…used emergency shelter for persons in families during covered time period?				Universal Data Elements: • 2.13 Program Identification Code • 2.14 Household Identification Number
…used transitional housing for individuals during covered time period?				
…used transitional housing for persons in families during covered time period?				

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-IND1.

Instructions for Calculating the Number of *Individuals Using Emergency Shelters* on an Average Day in Table ES-IND2

The calculation is:

Total # of shelter nights in HMIS participating emergency shelters **during covered time period** ÷ **Total # of nights during covered time period**

The sum of the number of shelter nights stayed by each person who used an emergency shelter. It can be calculated from the program entry and exit dates for each stay an individual has at an emergency shelter. For example, if a person enters an emergency shelter on January 7 and exits during the day on January 10, the person has been provided three shelter nights (January 7 to 8, January 8 to 9, and January 9 to 10). The total number of shelter nights is the sum across individuals. For example, if John stayed 3 nights, George stayed 7 nights, and Karen stayed 4 nights, the total would be 14 shelter nights.	The total number of nights is simply the number of calendar nights during covered time period.
Note: If an individual's emergency shelter stay started prior to the covered time period, then use the start of the covered time period rather than the program entry date. Likewise, if an individual's program exit date is later than the covered time period, use the end date of the covered time period rather than the program exit date.	

Table ES-IND3: Demographic Characteristics of *Individuals Using Emergency Shelters*				
	# of People Served at HMIS Participating Providers	**Estimated Number of People Served in Jurisdiction[a]**	**% of Homeless Individuals Using Emergency Shelters**	**Source Variable from Universal Data Elements**
Gender of Adults				• 2.3 Date of Birth and • 2.5 Gender *A child is defined as an individual age 17 or under. Age should be calculated on date of first program entry during covered time period. If person is already in program on first day of covered period, calculate age on first day of covered time period..*
Female				
Male				
Missing this information				
Gender of Children				
Female				
Male				
Missing this information				
Ethnicity				• 2.4 Ethnicity and Race—ethnicity component
Non-Hispanic/non-Latino				
Hispanic/Latino				
Missing this information				
Race				• 2.4 Ethnicity and Race—both ethnicity and race components
White, Non-Hispanic/non-Latino				
White, Hispanic/Latino				
Black or African-American				
Native American				
Asian/Pacific Islander				
Multiple races				
Missing this information				
Age				• 2.3 Date of Birth *Age should be calculated on date of first program entry during covered time period. If person is already in program on first day of covered period, calculate age on first day of covered time period.*
Under 1				
1 to 5				
6 to 12				
13 to 17				
18 to 30				
31 to 50				
51 to 61				
62 or older				
Missing this information				

Table ES-IND3 (continued): Demographic Characteristics of *Individuals Using Emergency Shelters*				
	# of People Served at HMIS Participating Providers	**Estimated Number of People Served in Jurisdiction[a]**	**% of Homeless Individuals Using Emergency Shelters**	**Source Variable from Universal Data Elements**
Persons by Household Size				• 2.10 Program entry date • 2.14 Household Identification Number *Calculate number of people with same Household Identification Number at first time person is in an emergency shelter during covered time period.*
1 person			100%	
2 people[b]	0	0	0	
3 people[b]	0	0	0	
4 people[b]	0	0	0	
5 or more people[b]	0	0	0	
Missing this information[b]	0	0	0	
Veteran[c]				• 2.6 Veteran Status
A veteran				
Not a veteran				
Missing this information				
Disabled[c]				• 2.7 Disabling Condition
Yes, disabled				
Not disabled				
Missing this information				
Household Type				• 2.3 Date of Birth • 2.5 Gender and • 2.14 Household Identification Number *Unaccompanied youth is defined as individual age 17 or younger that is not accompanied by an adult.*
Individual adult male				
Individual adult female				
Adult in family, with child(ren)[b]	0	0	0	
Children in families, with adults[b]	0	0	0	
Unaccompanied youth				
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-IND1.

[b] These cells are expected to be zero for emergency shelter and transitional housing tables for individuals. They are shown here to maintain consistency with table shells for families.

[c] Veteran status and whether person has disabling condition are only required to be required for adults in the HMIS. Thus, only the adult homeless population are counted in these cells.

Table ES-IND4: Prior Living Situation of *Individuals Using Emergency Shelters*				
	# of People Served at HMIS Participating Providers	**Estimated Number of People Served in Jurisdiction[a]**	**% of Homeless Individuals Using Emergency Shelters**	**Source Variable from Universal Data Elements**
Living arrangement the night before program entry				• 2.8 Residence Prior to Program Entry—Type of Residence *The living arrangement the night before the first program entry during covered time period should be reported here.* *If person was already in program prior to the start of the covered period, use the prior living situation reported when the person entered that program.*
Emergency shelter				
Transitional housing				
Permanent supportive housing				
Psychiatric facility				
Substance abuse treatment center or detox				
Hospital (non-psychiatric)				
Jail, prison, or juvenile detention				
Rented housing unit				
Owned housing unit				
Staying with family				
Staying with friends				
Hotel or motel (no voucher)				
Foster care home				
Place not meant for human habitation				
Other living arrangement				
Missing this information				
Stability of previous night's living arrangement. Stayed there…				• 2.8 Residence Prior to Program Entry—Length of Stay in Previous Place *Length of stay for living arrangement reported in cells above.*
One week or less				
More than one week, but less than a month				
One to three months				
More than three months, but less than a year				
One year or longer				
Missing this information				
Location of last permanent residence				• 2.9 Zip Code of Last Permanent Address *The jurisdiction is the geographic area of AHAR sample site covered by this report.[b]*
Zip code is within jurisdiction				
Zip code is not within jurisdiction				
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-IND1.

[b] Some zip codes may contain street addresses inside and outside the sample site jurisdiction. If a majority of the street addresses for such a zip code are within the sample site jurisdiction, treat that zip code as within the sample site jurisdiction for this calculation.

Table ES-IND5: Length of Stay in Living Arrangement Night Before Program Entry for *Individuals Using Emergency Shelters*								
Previous Night Living Arrangement	**One week or Less**	**More than 1 week, but less than 1 month**	**1 to 3 Months**	**More than 3 months, but less than 1 year**	**One Year or More**	**Missing Length of Stay Information**	**Total**	**Source Variable from Universal Data Elements**
Emergency Shelter								
# of People in HMIS								• *2.8 Residence Prior to Program Entry*
Estimated total[a]								
% of homeless system							100%	
Tranistional Housing								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of transitional housing							100%	
Permanent Supportive Housing								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of PSH							100%	
Psychiatric Hospital								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of psychiatric hospital							100%	
Substance Abuse Treatment Center or Detox								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of treatment center/detox								
Hospital (non-psychiatric)								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of hospital								
Jail, Prison, or Juvenile Detention								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% Jail, prison, juvenile detention							100%	

Table ES-IND5 (continued): Length of Stay in Living Arrangement Night Before Program Entry for *Individuals Using Emergency Shelters*								
Previous Night Living Arrangement	**One week or Less**	**More than 1 week, but less than 1 month**	**1 to 3 Months**	**More than 3 months, but less than 1 year**	**One Year or More**	**Missing Length of Stay Information**	**Total**	**Source Variable from Universal Data Elements**
Rented Unit								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of rented units							100%	
Owned Unit								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of owned units							100%	
Stayed with Family								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of family stayers							100%	
Stayed with Friends								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of friend stayers							100%	
Hotel or Motel (no voucher)								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of hotel/motel							100%	
Foster Care Home								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of foster care							100%	
Placement Not Meant for Human Habitation								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of of not meant for human habitation							100%	

Table ES-IND5 (continued): Length of Stay in Living Arrangement Night Before Program Entry for *Individuals Using Emergency Shelters*								
Previous Night Living Arrangement	**One week or Less**	**More than 1 week, but less than 1 month**	**1 to 3 Months**	**More than 3 months, but less than 1 year**	**One Year or More**	**Missing Length of Stay Information**	**Total**	**Source Variable from Universal Data Elements**
Other Living Arrangement								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% of other living arrangement							100%	
Missing Living Arrangement Information								
# of People in HMIS								• 2.8 Residence Prior to Program Entry
Estimated total[a]								
% missing info							100%	

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-IND1.

Table ES-IND6: Number of Days in *Emergency Shelters for Individuals* During the Covered Time Period by Gender

	Females			Males			Missing Gender Information			
	# of people in HMIS	Estimated Total[a]	% of Females	# of people in HMIS	Estimated Total[a]	% of Males	# of people in HMIS	Estimated Total[a]	% With Missing Gender Info.	Source Variables from Universal Data Elements
Number of Days in Emergency Shelter for Individuals										
1 to 7 days										• 2.5 Gender; • 2.10 Program Entry Date; and • 2.11 Program Exit Date.
8 to 30 days										
31 to 60 days										
61 to 90 days										
Missing this Info.										
Total			100%			100%			100%	
Median # of shelter nights in emergency shelter during covered time period	__nights	--	--	__nights	--	--	__nights	--	--	• 2.5 Gender; • 2.10 Program Entry Date; and • 2.11 Program Exit Date.

Note: Shaded results will automatically be calculated in Excel version of tables.

[a] This is the extrapolated estimate that accounts for providers that do not participate in HMIS. It is calculated by multiplying the number of people served by participating providers by the adjustment factor from Step 11 in Table ES-IND1.